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Composition II

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COURSE SYLLABUS

Fall 2018

Course Number: ENGL 1302.C05

Course Title: Composition II

Instructor Information:

Instructors Name: Christopher Works

Office Number: B-342

Office Hours: By appointment

Phone number: 972-548-6830

Email: cworks@collin.edu

Department in case of emergencies: Office of Academic Affairs, B122 G, 214-491-6270

Class Information:

Section Number: C05

Meeting Location: MWF 11-11:50 B118

Course Description: Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions. Lab required.

Course Credit Hours: 3

Lecture Hours: 3 hours per week

Lab Hours: 1 hour per week

Prerequisite: Successfully completed English 1301

Course Resources: Textbook: *Current Issues and Enduring Questions: A Guide to Critical Thinking and Argument, with Readings* 11th edition, by Sylvan Barnet and Hugo Bedau, 2017.

Supplies: none

State-mandated Outcomes: Upon successful completion of this course, students will:

1. Demonstrate knowledge of individual and collaborative research processes. (Teamwork)
2. Develop ideas and synthesize primary and secondary sources within focused academic arguments, including one or more research-based essays. (Communication Skills)
3. Analyze, interpret, and evaluate a variety of texts for the ethical and logical uses of evidence. (Critical Thinking)
4. Write in a style that clearly communicates meaning, builds credibility, and inspires belief or action. (Communication Skills)
5. Apply the conventions of style manuals for specific academic disciplines (e.g., APA, CMS, MLA, etc.).

Additional Outcome: Students should demonstrate *personal responsibility* through the ethical use of intellectual property.

Method of Evaluation: There will be a total of 1000 points available in this class. Your final grade will be determined using the following scale: 1000-900 points = A; 899-800 points = B; 799-700 points = C; 699-600 points = D; 599 and less = F.

Course Requirements:

1. **Writing Sample:** In this introductory essay, you will demonstrate your best response to a topic that is given to you. While this paper will be evaluated, you must complete it before I will accept any other work from you. If this assignment is not completed, all activities and assignments that follow will receive a zero for a grade. This assignment is worth **100 points!**
2. **Essays:** Students will write three essays that respond to assigned topics that will be given to you in class. Each essay will require that you provide support for the claims you make about the topic. All evidence must be clearly attributed to sources and when specified, documented correctly using MLA format, including in-text citations and a works cited page. Essays must have a clear thesis, clear supporting evidence, and logical analysis and evaluation of evidence. Essays should be well organized and free of errors of grammar, punctuation, and mechanics. Essays must follow guidelines of standard MLA page layout. All essays must be typed and double-spaced with one inch margins, using a standard 12 point font. Topics are TBA. The values of essays are as follows:

Essay #1 (Analysis—3-5 pages):	200 points
Essay #2 (Argument—3-5 pages):	200 points
Essay #3 (Problem Solving—3-5 pages):	200 points

All essays will be submitted and graded online through Turnitin.com. They must be attached in a Word document. I typically do not accept late assignments. Use your time wisely and plan ahead.

3. **Workshop/Participation:** Throughout the semester you will participate in activities including peer reviews, discussions, group projects, and individual writings as part of the preparation for final drafts of your essays. Collectively, workshop assignments will be worth a total of **150 points**. You will be assessed at the end of each and every week for your participation in this course. **Failure to complete assignments, which includes all prewriting, reading, discussion boards, and any other in-class activity will result in a zero for the week!** *Watch for announcements on Blackboard) regarding drafts of your essays.*

4. **Lab Assignments:** The lab component, designed to support writing as a process and writing improvement, is an integral, required part of the course. Students should complete “lab assignments” throughout the semester. These assignments will be worth 10 points each. You will be responsible for **150 points, (15 lab credits)**. All labs must be completed by **July 24th. Do not procrastinate and complete 1-2 each week to stay on track. Most of these will require signed & submitted documentation of your attendance by a staff member.** You may choose any of the following options for lab work, all of them are free of charge, at no cost to you:
 - Grammar/Punctuation Tutorials and Quizzes at:
 - <https://www.englishgrammar.org/exercises/>
 - All five exercises, together, can only count as five lab credits.
 - **Collin College Student Research Conference** attendance with a written 1 page report, see details on your Course Calendar
 - **Online Tutoring:** www.collin.edu Click “Student Resources” then click “Tutoring” (available 24 hours a day, 7 days per week).
 - **The Collin College Online Writing Lab** (5 day turn-around time, submit early.) <https://www.collin.edu/studentresources/writingcenter/onlinetutor.html>
 - **Writing Center Tutorial Conference**
 - Writing Center Workshop
 - Library RAPS Session (A personal meeting with a librarian for research help)
 - Library Workshops
 - Study Skills Workshops (Writing Related Only)
 - Study Skills Seminar (Writing Related Only)
 - ENG1301 Access or Group Tutoring

- **Journal Entry:** Some students enjoy writing about daily activities, music, movies, travel, sports, hobbies, news, etc. These must be typed. Journals are expected to be at least 250 words for each entry.

Attendance Policy: Your prompt and regular attendance and a strong work ethic is crucial to your success in this class. If you miss class, you are missing material that you will be responsible for in your essays. It is your responsibility to be in class, and on those rare occasions when you are legitimately unable to attend, it is in your best interest to make a friend in class, someone you know you can trust, who will share their notes with you. Please contact me via email regarding legitimate absences and make sure to catch up. I do understand illness and unavoidable issues. **If you have a contagious illness, such as the flu, please stay at home. However, if you miss the equivalent of two weeks of class, regardless of excuses, you will fail this course!!!**

Make-Up or Late Work: Workshop and lab assignments cannot be made up any under circumstances after the due date. Essays will not be accepted late, except in extreme circumstances such as hospitalization of the student or a death in the student's immediate family (parent, child, sibling, significant other or grandparent) with proper documentation. Other late work may be considered at the discretion of your instructor, and will receive minimal—if any—commentary, and discretionary points will be deducted for it being late if accepted. It is your responsibility to check for assignments and deadline dates on Blackboard. *(One of the honors of earning a college degree is having the ability to meet deadlines.)*

Revisions: I rarely accept revisions for assignments and essays after the due date in this class, Exceptions for true emergency situations with proper documentation would be discussed on a case by case basis. Revisions should happen before the due date, during the peer editing and workshop sessions or when you attend required labs. Revising an essay is no guarantee of an improved grade.

Withdrawal Policy: See the current Collin Registration Guide for the last day to withdraw.

Americans with Disabilities Act: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current *Collin Student Handbook* for additional information.

Collin College Academic Policies: See the current *Collin Student Handbook*.

Accommodations at Collin College for Equal Support Services (ACCESS) 5.2:

Specialized services and academic accommodations are available for students with a documented disability. The law requires that students must self-identify to the ACCESS Office and provide required current documentation to that department. Only documentation from a

licensed professional (psychologist, diagnostician, or physician) is acceptable. The report must be current; on official letterhead; include the name and title of the person completing the report; their telephone number, address, and signature; the specific diagnosis; current functional limitations related to the educational setting; and the projected duration of the condition. Students seeking accommodations should contact the ACCESS Office at least one (1) month before the services are needed. Services are available for students at all campus locations.

It is the student's responsibility to pick up their accommodations letter each semester to receive requested accommodations. Students should contact their ACCESS advisor immediately if they are having difficulty in their classes or having problems with their requested accommodations. Students must schedule special testing arrangements with ACCESS at least 25 days in advance, due to limited space. Students must take exams on campus for which they are enrolled. Assistive technology and software are available on each campus for students with disabilities. Please contact the ACCESS Office for more information.

Scholastic Dishonesty 7-2.2: Every member of the Collin College community is expected to maintain the highest standards of academic integrity. Collin College may initiate disciplinary proceedings against a student accused of scholastic dishonesty. While specific examples are listed below, this is not an exhaustive list and scholastic dishonesty may encompass other conduct, including any conduct through electronic or computerized means. Scholastic dishonesty shall involve, but is not limited to, one or more of the following acts:

General Scholastic Dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment, credit or class work, research, and/or the award of a degree; falsifying academic records; using annotated texts or teacher's editions; using information about exams posted on the Internet or in any electronic medium; leaving a test site without authority; failing to secure test materials; and/or submitting work that is not one's own. All work submitted for credit is expected to be the student's own work. Students are expected to record honestly and accurately the results of all their research. Falsification of research results includes misrepresentations, distortions, or omissions in data or reports on research.

Plagiarism is the use of an author's words or ideas as if they were one's own without giving credit to the source, including, but not limited to, failure to acknowledge a direct quotation. In the presentation of all papers and other written work, students must distinguish their own ideas and knowledge from information derived from other sources. The term "source" includes not only published primary and secondary materials, but all information and opinions gained directly from other people. Whenever ideas or facts are derived from a source, the source must be indicated by the student. ***(A plagiarized essay will result in a failing grade, or a zero for the assignment, and possible academic consequences as well.)***

Cheating is the willful giving or receiving of information in an unauthorized manner during an examination; collaborating with another student during an examination without authority;

using, buying, selling, soliciting, stealing, or otherwise obtaining course assignments and/or examination questions in advance, unauthorized copying computer or Internet files, using someone else's work for assignments as if it were one's own; submitting or resubmitting an assignment (in whole or in part) for more than one (1) class or institution without permission from the professor(s); or any other dishonest means of attempting to fulfill the requirements of a course.

Collusion is intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to, failing to secure academic work; providing a paper or project to another student; providing an inappropriate level of assistance or unauthorized collaboration; communicating answers to a classmate about an examination or any other course assignment; removing tests or answer sheets from a test site, and allowing a classmate to copy answers.

In cases where an incident report has been filed for an alleged violation of scholastic dishonesty, the faculty member is requested to delay posting a grade for the academic work in question until the case is final. Students found responsible for scholastic dishonesty offenses will receive an authorized disciplinary penalty or penalties from the Dean of Student Development Office. The student may also receive an academic penalty in the course where the scholastic dishonesty took place. The faculty member will determine the appropriate academic penalty. **See the current *Collin Student Handbook* for additional information on these topics.**

In this class, ignorance of what constitutes academic dishonesty is not an acceptable excuse. Regardless of intent and depending on the severity of the incident, a student who is found responsible for scholastic dishonesty (at any stage of the writing process, including writing, drafting, in-class activities, peer review, conferences, etc.) by the Dean of Student's Office may be required to revise an individual paper, or the student may receive a failing grade (of zero to 50 percent) on the individual assignment, or the student may also earn a failing grade in the course. The penalty for academic dishonesty will be assessed on a case-by-case basis by the professor, depending on the severity of the issue and the findings of the Dean.

Cougar mail: All email communication with your instructor must be through your Cougar mail account. Your instructor will not respond to any emails that come from outside e-mail addresses due to FERPA Laws. Please allow approximately 24 hours for email replies Monday through Thursday and if your email is sent over the weekend, it will receive a reply by Monday.

Writing Center: Remember that as a part of the Lab portion of this class, you may choose to visit the Writing Center or participate in a Writing Center Workshop. You are encouraged to make use of the services, which is located in Room A-104, and the phone number is 972-5486857. All students are encouraged to visit the Writing Center on campus for assistance with writing assignments. In addition, the Writing Center will periodically offer Writing Workshops that will address various areas of the writing and research process.

Tutoring: Group or online tutoring is available for ENGL 1301. To participate in group tutoring, fill out a Tutor Request Form which is available in Room D-117 or online at

<http://www.collin.edu/studentresources/tutoring/index.html>. Tutoring is free of charge to all Collin College students, and you may begin attending group tutoring at any point in the semester.

COURSE CALENDAR: This course calendar is for proposed due dates of major assignments, exam dates, group presentations, etc. Note that this syllabus and course schedule may change to meet the needs of the class. When changes occur, I will let you know in class or via e-mail.

Other assignments, essay topics, guidelines and announcements will be announced in class and posted online, please check your Collin.edu email regularly for updates. Please read the book chapters prior to class, and take notes of your thoughts and connections. It will generally take me about a week or two to grade essays once they have been submitted. I will let you know if there is a delay. Please allow extra time for grading during the finals grading period.

Readings will be announced in class

Course Calendar: TBA